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MEMORANDUM FOR: Chief, Plans and Policy Staff

11 September 1957

SUBJECT : Intelligence School Weekly Report #37
5 September through 11 September 1957

I. SIGNIFICANT ITEMS: None.

II. OTHER ACTIVITIES:

A. Special Orientation

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Auth:	3-10-78
Date:	By: 35

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(2) On 3 and 4 September the Dependents Briefing was held for [] persons.

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(3) On 9 September the CIA Introduction was conducted for [] persons. Among the members of the audience was [] an OSI consultant. At the request of OSI, a private discussion period was held with [] after the program.

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(4) The CIA Review was conducted on 10 September for [] overseas returnees.

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B. Intelligence Production

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(1) Effective Speaking #4 started on Monday, 9 September, with [] students. [] are from ORR, [] from OSI, [] from OCI, and [] from ORR, OCR, and Logistics.

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(2) Intelligence Research (Maps) #3 started on Monday, 9 September, with [] students. [] are from ORR, [] from OCR, and [] from OO/FDD.

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(3) Writing Workshop #15 began on 9 September with [] students. [] are from DD/I, [] from DD/S, and [] from DD/P. This class has been split into two sections of [] each; one section will be conducted by [] and the other will be conducted by []

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(4) [] students are attending an OO/C Refresher, which began 9 September at 1717 H Street.

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C. Management Training

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(1) Basic Supervision #33 began on 9 September with [] students. [] persons were originally enrolled but there were two cancellations on 6 September. This course is for the GS-5 to GS-7 level. [] delivered the lecture on Formal Organization to this class on Monday.

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W (2) [] is continuing to prepare for the experimental presentation of the senior supervision course (Basic Supervision for Intelligence Officers). Plans are being made to give this course for fourteen days, 26 October to 15 November, instead of the usual ten days. The experimental addition of four half-days results from many requests for a longer course from former students.

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(3) A tentative schedule has been prepared for Basic Management #37, which will begin 23 September.

(4) [] previewed several films for possible use in Basic Management.

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(5) The Management Training Faculty attended a special briefing by [] on the functions and capabilities of the A & E Staff.

D. Intelligence Orientation

W (1) Work on the new DD/S Exhibit was completed in time for its initial presentation from 1330 to 1500 hours Thursday, 12 September. Because this is a pilot running, publicity for this showing has been kept to a minimum so that any rough edges can be ironed out before the Exhibit is viewed by the Agency as a whole.

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(2) The first week of Intelligence Orientation #13 ended on Friday, 6 September.

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(3) On the afternoon of Monday, 9 September, the R & S Auditorium was surrendered to Mr. Allen Dulles et al for a briefing to students of the National War College. Advance scheduling and judicious assignment of rooms allowed the IO course to proceed smoothly.

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(4) [] conferred with [] concerning plans for the proposed special 16-hour orientation for support employees of OTR.

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(5) [] has completely revised fire evacuation plans for IO students and all personnel on the second floor of R & S.

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E. Operations Support

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(1) Administrative Procedures #74 began on 9 September with a first week's enrollment of [] students.

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(2) The film "13 Rue Madeleine" will replace "School for Danger" in Operations Support #28. [] have prepared test questions for use with this film.

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(3) [] of the Management Staff reviewed the new approach to Clandestine Services uniform records procedures for his lecture in Administrative Procedures on the Agency filing system. Since there is only one DD/I student in the current course, the majority of the students will have no use for the system used in the overt offices.

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(4) [] met with [] of RI to discuss lecture material for Administrative Procedures.

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F. Clerical Training

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(1) During the week of 3 September there were [] people in Clerical Induction. [] of these people entered class for the first time. During the same period there were [] people in Clerical Orientation.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 3 September were as follows: Of [] people tested in shorthand, [] qualified; of [] people tested in typewriting, [] qualified.

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(3) Clerical Refresher #72 began on 9 September with [] students enrolled. There are [] from DD/P, [] from DD/S, [] from DD/I, and [] from O/DCI. This training was temporarily discontinued from 5-30 August because the instructors for this program were needed to assist both Clerical Induction and Clerical Orientation during the peak loads of incoming personnel.

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(4) Because of the time consumed in traveling by shuttle from Curie Hall to 1016 16th Street, the Office of Personnel has withdrawn its employees from Clerical Refresher Training, and has indicated that they will not send students to Clerical Training classes until training facilities are made more convenient.

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(5) Clerical Refresher has had difficulty in scheduling students for typing classes because of an insufficient number of electric typewriters. Of the [] students enrolled, [] use electric machines in their offices and therefore desired to be trained on electric typewriters. In addition, [] others wanted to be trained on them because they would be using them in the near future. At present, the area is equipped with only [] electric typewriters, which can take care of [] students in two classes. This means that during this class only 50% of the students could be accommodated.

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III. PERSONNEL NOTES

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A. [] will be on leave during the week of 16 September. No programs have been scheduled. There was one request for a special briefing, which [] has agreed to do.

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B. [] spent Friday, 6 September, taking the PETB.

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C. [] is on maternity leave beginning Monday, 9 September.

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D. [] Operations Support Faculty, is enrolled in Administrative Procedures #74.

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E. [] who were summer employees working with the Operations Support Faculty, have finished their assignments with that office.

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F. [] has returned from a week of annual leave.

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G. [] will be on annual leave through 20 September.

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H. [] returned from two weeks' leave
on 9 September.

I. [] will be on leave until 16 September.

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J. C/IS attended Political Science Association Meetings
on 6 and 7 September.

[]
Chief, Intelligence School

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